

# **FSS PROGRAM ESCROW GUIDELINES**

Revision date: September, 2003

These guidelines have been developed to aid in the administration of FSS escrow accounts.

## **FSS ESCROW MONTHLY LEDGERS**

1. FSS contractors are required to send monthly ledgers to DOH around the 12<sup>th</sup> of each month to ensure that they are received by the 15<sup>th</sup>. These ledgers should be sent at the same time the Housing Assistance Payments information is sent. The Program assistant will log in the date the information is received on the Section 8 receivables chart to ensure that the contractor is sending this information in a timely manner to DOH.
2. The Program Assistant (PA) will reconcile the monthly ledgers with the prior months escrow payment spreadsheet and will review the following:
  - Escrow amount requested
  - Name of family
  - Tenant ID
  - Escrow calculation form if change is required
  - Additional comments and information
3. If monthly ledgers are missing, FSS agencies will be contacted via e-mail requesting ledgers (cc: Teresa and asset managers).
4. If an agency does not have any families receiving an escrow then a ledger must be sent with a -0- balance.
5. Once all ledgers are obtained, the PA will organize in Agency order along with summary sheet and signature authorization sheet.
6. Run a complete set of copies for our files (make copies of all ledgers)
7. File our copies in the designated location.
8. Take original copies to Accounting Department by the first of each month and make sure Accounting signs the authorization sheet as to when they were received (make a copy of the signature sheet for our files).
9. Accounting will send the updated escrow spreadsheet to Program Assistant by the 14<sup>th</sup> of each month. A read only file can be put into G:GRP/Everyone/TDuran/FSS Escrow.

### **FSS MONTHLY REPORTS**

1. Monthly Reports will be sent from the FSS Contracts with the monthly escrow ledgers. Reconcile reports with the FSS contractors to ensure we receive a report from all FSS agencies.
2. Log in reports in the "Confirmation of Receipt" log
3. If missing some of the agencies reports send an e-mail requesting reports and cc: Teresa and asset managers.
4. Calculate the totals of # of families participating and # of families graduated
5. Once all the reports are obtained; compile in Agency order along with summary sheet and 3 hole punch and place in "FSS Quarterly Reports" binder
6. Provide a copy of summary sheet with calculated totals to Teresa.

### **FSS ESCROW DISBURSEMENT**

1. The FSS agency will send a letter to the DOH Asset Manager (AM) certifying that the family has completed their FSS contract and requesting payment for the escrow account.
2. Asset Managers will review escrow request from the Section 8 FSS contractor and verify that the request meets the FSS Program guidelines. The AM will request back up documentation (such as the FSS contract) to support completion of the program. AM will also require that the agency submit all escrow monthly ledgers on the family so that accounting can reconcile with their spreadsheet.
3. The AM will draft a memo to section 8 support staff and accounting verifying that the request meets the FSS program requirements and that a check be generated for the escrow amount needed (copy program manager). *Note: It is important that the request be reviewed to ensure that the documentation provided supports the request.* The AM will then take their memo and the contractor's request to the Section 8 Program Assistant.
4. The Program Assistant will make a copy of the information for our files and check the COFRS vendor screen to verify that we have a W-9 for the family and that it has been entered into COFRS.
5. The Program Assistant will call Accounting for the escrow balance amount and prepare a hard copy voucher to send to Accounting. Once the check is generated it will be returned to DOH so that the AM can write a congratulations letter to be sent with the check to the family.

### **ESROW START UP OR CHANGE IN ESCROW**

The following steps must be taken to set up FSS escrow accounts and ensure accuracy of escrow contribution amounts:

1. Program Assistant will obtain 50058 paperwork, W-9, FSS calculation worksheet and FSS addendum from contracting agency.
2. PA will detach W-9 and verify in COFRS, if W-9 exists in COFRS – initial and file in w-9 file. If W-9 does not exist in COFRS make copy and submit to Accounting Dept. for entry into the COFRS database.
3. Submit 50058, FSS calculation worksheet, FSS addendum and monthly ledger to assigned Asset Manager for review. This applies to any changes in the escrow payment as well. The AM will initial the worksheet to verify that they reviewed of the calculation worksheet and monthly ledger.